



Region V Services

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Region V Services is Nebraska's largest agency provider, serving roughly 800 individuals with developmental disabilities. Our primary purpose is to help individuals with developmental disabilities achieve their life goals. We achieve this through the work of our amazing staff of approximately 800 employees, which spans a 16-county region within southeast Nebraska.

Region V Services is seeking a Human Resource Director that will be based out of our central office location in Lincoln, Nebraska. The individual in this role will be responsible for building the HR function within our agency, ensuring compliance, and providing support and guidance for our 15 individual agencies. The successful candidate must have extensive experience in Human Resources leadership. Pay range \$95,000 - \$105,000.

Position will be closing on July 5, 2021. To apply, please visit www.regionvservices.com.

I. JOB IDENTIFICATION

JOB TITLE: Human Resources Director
AREA/DIVISION: Region
PROGRAM: Administration
EEO CODE: 1-01 Effective Date of This Description: June 2020

II. SALARY INFORMATION

GRADE: Corporate Scale OVERTIME PAY: No ROOM & BOARD: No

III. JOB SUMMARY

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and the Human Resource (HR) function across all of Region V Services, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Performs highly responsible professional work directing regional activities, providing training and/or supports to people with developmental disabilities and their families.

Works collaboratively with Region V Services executive leadership team to ensure consumers and families, division directors, and other Region V Services staff, to assure provision of quality services to people with developmental disabilities and their families. Provides leadership and direction for public services in 16 county region by working to ensure the talent strategy provides for adequate funding, to improve regulations, assure the quality of service provided, and communicate the goals of Region V Services, both internally and externally.

Unique Characteristics

The Human Resource Director is supervised by the Executive Director and may be exempt from the Region V Services personnel policy. The HR Director must be generally available to work evenings or weekends and respond to emergencies at any time. The Director travels extensively within Region V, occasional overnight travel is required.

IV. ESSENTIAL FUNCTIONS

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget. Works collaboratively with agency directors to ensure staffing models match funding levels.
- Facilitates professional development, training, and certification activities for staff.
- Serves as a member of the Association of Region V Administrative Directors (ARVAD), the organization's administrative leadership team.
- Interprets, implements and monitors policies and procedures, with the approval of the Governing Board as required to provide for efficient operation of the region.
- Performs other duties as required.

Individual Job Responsibilities:

IX. PERSON SPECIFICATION

Knowledge, Skills and Abilities:

- Knowledge and demonstrated commitment to the philosophy and principles of normalization, developmental model, deinstitutionalization and integration in the most natural environment.
- Demonstrated knowledge of personnel administration, budgeting and financial management principles, and general management techniques.
- Thorough knowledge of applicable governmental and accreditation regulations, specifically employment-related laws and regulations.
- Knowledge of the service delivery system.
- Knowledge of the principles and practices of the training and habilitation of persons with developmental disabilities.
- Ability to understand, interpret and produce written, verbal, and digital communications.

- Demonstrated ability to establish and maintain cooperative relationships with other staff; express good judgment in evaluating situations and in making decisions; express ideas clearly and effectively; give effective administrative leadership to the program; and plan, assign and supervise the work of others.
- Proficient with Microsoft Office Suite or related software. Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Required Types of Qualifying Education, Training and Experience

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least seven years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

Special Requirements:

- Possession of a driver's license valid in the state of Nebraska or acceptable means of transportation.
- Proof of liability insurance for motor vehicle.